

Business Express Application for work on landmark properties

Submission Tips

- Attach only **ONE** application per email submission.
- Attach all images and materials as individual files. Do not paste them into the body of the email.
- Image files must be JPG/JPEG, GIF, or PNG formats.
- PDF files must be flattened.
- Large files of 10MB or more are not accepted by email and must be submitted using a file transfer service.
- Do not secure files or file transfer links with a password or other encryption.
- Compressed files (ZIP, RAR) are not accepted.
- **SAVE** completed application form before submitting.

Filing Requirements

You **SHOULD ONLY USE** this form if you are applying for the work types listed below related to **commercial stores, restaurants, and offices at first or second floors and basements.**

- Interior Work
- Minor Restoration Work (repainting, cleaning, repointing, etc.)
- Storefronts, Windows and Doors*
- Awnings
- Signs and Related Lighting
- Barrier-Free Access* (ramps, lifts, changes to doors, entrances and stairs)
- Sidewalks, Vault Lights or Hatches
- Health, Safety and Utility Equipment (security cameras, light fixtures, etc.)
- Heating, Ventilation and Air Conditioning (HVAC) Equipment (louvers, ductwork, condensing units, etc.)
- Unenclosed Sidewalk Cafes
- Temporary Installations or Work (temporary signs, artwork, banners, kiosks, storefront probes, etc.)
- Authorization to Proceed (ATP) Permits for work subject to an approved master plan

** This work is generally more involved and may not qualify for staff-level review*

Filing Instructions

You **MUST FILE** a complete application in order to obtain your permit. Follow the instructions below so that your application is complete upon submission.

1. Fill out **ALL SECTIONS** of this form.
2. Attach **ALL MATERIALS** that describe the existing conditions and the proposed work. This form includes links to lists of required materials for each work type.
3. Submit this form and all corresponding materials **BY EMAIL** to: applications@lpc.nyc.gov

For help:

Visit the LPC website: www.nyc.gov/landmarks, call **646-202-3938** or email info@lpc.nyc.gov. If emailing, please put "Business Express" in the subject line.

Property Information

Address _____ Floor / Apt. No. _____
Borough _____ Block _____ Lot _____

Person Filing Application

This person will be considered the "applicant" and will receive all correspondence as the primary point of contact for the application.

Name _____ Organization _____
Title _____
Address _____
City _____ State _____ ZIP _____
Phone _____ Email _____

Applicant's Statement

This check box must be marked by the applicant for the application to be considered complete.

In submitting this application on behalf of the owner of the property, I hereby swear and affirm that I have been authorized by the owner to submit this application. I also understand that if the representations are not truthful, that the Landmarks Preservation Commission may treat the application as not submitted or filed or rescind any approval issued in reliance on them. I further understand that if anything in my verification is untrue that I may be subject to criminal and/or civil fines and penalties. Finally, I understand and agree that by checking this box I am electronically signing this document, and that this electronic signature shall have the same validity and effect as a signature affixed to each document and statement by hand.

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Proposed Work

Check all that apply.
(continues on next page)

Before submitting your application, please ensure that the proposed work meets LPC Rules by looking up the type of work you are proposing in the [Permit Guidebook](#) available at www.nyc.gov/landmarks (go to Applications>Rules/Guides>Permit Application Guide). You can also reference the [Guidelines for Storefront Design](#) available on our website (go to Applications>Rules/Guides>Storefronts).

You must submit supplementary materials along with this application to show that your work meets the rules. Supplementary materials vary by work type, as found on the links to checklists included under each work type below, but all applications should include the following:

- **Submit current photos** of the area(s) where the proposed exterior work will take place.
- **Submit dimensioned drawings** of the proposed work. For work that also requires review by the Department of Buildings, submit signed and sealed DOB drawings.

Contact the **LPC Business Express Team** at info@lpc.nyc.gov or call **646-202-3938** if you have any questions about what supplementary materials are needed to complete your application and ensure the quickest turnaround time. If emailing, please put “Business Express” in the subject line.

Check all boxes that apply to the proposed work.

Interior Work: Altering or making changes to interior commercial spaces

- Submit signed and sealed DOB drawings.

Minor Restoration Work: Repairing or restoring the base of the building

- Submit the materials listed for your work type in [Chapter 1](#) of the Permit Guidebook (see page 1.4).

Storefronts, Windows and Doors: Installing, repairing or replacing storefronts and other windows/doors serving commercial spaces

- Submit the materials listed for your work type in [Chapter 3](#) of the Permit Guidebook (see page 3.5).

Awnings: Installing or replacing commercial awnings

- Submit the materials listed for your work type in [Chapter 4](#) of the Permit Guidebook (see page 4.4).

Signs and Related Lighting: Installing or replacing commercial signs and related lighting

- Submit the materials listed for your work type in [Chapter 5](#) of the Permit Guidebook (see page 5.4).

Barrier-Free Access: Making changes to commercial doors, entrances and stairs, and installing or replacing ramps and lifts

- Submit the materials listed for your work type in [Chapter 9](#) of the Permit Guidebook (see page 9.4).

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Proposed Work

Check all that apply.
(continuation)

Sidewalks, Vault Lights or Hatches: Installing, repairing or replacing sidewalks, vault lights or hatches serving commercial spaces

- Submit the materials listed for your work type in [Chapter 10](#) of the Permit Guidebook (see page 10.4).

Health, Safety and Utility Equipment: Installing or replacing security cameras, light fixtures, etc.)

- Submit the materials listed for your work type in [Chapter 11](#) of the Permit Guidebook (see page 11.4).

Heating, Ventilation and Air Conditioning (HVAC) Equipment: Installing or replacing louvers, ductwork, condensing units, etc.

- Submit the materials listed for your work type in [Chapter 12](#) of the Permit Guidebook (see page 12.4).

Unenclosed Sidewalk Cafes: Installing unenclosed sidewalk cafes/open restaurants

- Submit the site plan drawing showing the number and location of tables and planters/dividers.
- If installing new electrical outlets or hardwired lighting or heating elements as part of the cafe, also check off Health, Safety and Utility Equipment.

Temporary Installations or work: Installing temporary signs, artwork, banners, kiosks or other temporary work like storefront probes

- Submit the materials listed for your work type in [Chapter 14](#) of the Permit Guidebook (see page 14.4).

Authorization to Proceed (ATP) Permits for work at commercial spaces subject to an approved master plan

- Submit master plan drawing(s) locating the work and any required details or specifications

Additional Information

Answer yes or no.

Do you intend to fix work that was done without an LPC Permit? Yes No

If yes, provide the Warning Letter/Summons/Notice of Violation No. _____

Are you filing with any other NYC agencies? Yes No

If yes, check all that apply below

Department of Buildings

Board of Standards and Appeals

City Planning

Other

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Owner's Information

In co-op or condominium buildings, the "owner" is the co-op corporation or condominium association. A condominium unit owner can act as the "owner" **ONLY IF** the work is limited to interior alterations or if the work is exterior and the unit owner states s/he has the authority to perform that work under the condominium plan.

Name _____

Title _____ Organization _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____

Facade Easement

If there is a facade easement, the easement holder must consent to the work.

Is there a facade easement on the property? Yes No

If yes, provide easement holder's information below

Name _____

Phone _____ Email _____

Owner's Consent and Signature

In co-op or condominium buildings, the "owner" is the co-op corporation or condominium association. A condominium unit owner can act as the "owner" **ONLY IF** the work is limited to interior alterations or if the work is exterior and the unit owner states s/he has the authority to perform that work under the condominium plan.

In submitting this form electronically, I hereby swear and I affirm that I am the owner of the property. I am familiar with the work proposed to be carried out on my property. I hereby give my consent for this application to be filed electronically with LPC. The information provided herein, including all supplemental materials is correct and complete to the best of my knowledge. I also understand that if the signature is not authentic, or representations are not truthful, that the Landmarks Preservation Commission may treat the application as not submitted or filed or rescind any approval issued in reliance on them. I further understand that if anything in my verification is untrue that I may be subject to criminal and/or civil fines and penalties.

Digital signatures may be placed using Adobe Acrobat Fill & Sign or other third-party software signature features, or by clicking the prompt on the signature line to create and sign with a Digital ID.

Signature _____ Date _____

The signature of the Owner or Authorized Representative may be an
original or digital signature

Printed Name _____ Title _____